



CYNTHIA D. BANKS  
Chief Deputy

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COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
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June 29, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT ADDITIONAL FUNDS APPROPRIATION ADJUSTMENT  
FOR THE WORKFORCE INVESTMENT ACT TITLE 1,  
GOVERNOR'S 25% DISCRETIONARY DISLOCATED WORKER PROGRAM,  
PROJECT PHOENIX  
(ALL SUPERVISORIAL DISTRICTS) (4- VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept an additional \$31,000 in pass-through funding from the City of Hawthorne South Bay Workforce Investment Board (SBWIB) in order to cover fiscal monitoring costs provided through the Auditor-Controller's (A-C) office, and incurred FY 2003-04, and execute an amendment, in substantially similar form to Attachment A, with the SBWIB for acceptance of these funds, and after County Counsel approval.
2. Approve the attached Appropriation Adjustment (Attachment B) in the amount of \$31,000 to reflect increased funding from the SBWIB for FY 2003-04.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

CSS is currently engaged in program closeout activities, including invoicing the SBWIB for final payment. The cost of this process exceeds the grant amount of \$800,000 from SBWIB for FY 2003-04 by \$31,000 for contract fiscal monitoring of ten agencies



contracted under this program. The SBWIB has made this additional funding available to CSS on June 15, 2004.

The recommended actions are necessary to enable CSS to accept this additional funding and include the funding in the Department's FY 2003-04 Adopted Budget.

The contract monitoring was coordinated through the A-C and performed by Simpson & Simpson, a Certified Public Accounting firm.

#### Implementation of Strategic Plan Goals

The recommended actions support the Los Angeles County Strategic Plan Goals of Service Excellence and Workforce Excellence.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund as the Project Phoenix program is fully financed by pass-through funds from the SBWIB, including the costs for fiscal monitoring services provided under this program. The Appropriation Adjustment is necessary to enable CSS to include the additional funding in the Departments FY 2003-04 Adopted Budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In a regional collaborative effort, the State of California Employment Development Department awarded \$5.7 million to the Los Angeles Region, Workforce Investment Areas, to address the needs of displaced workers impacted by the events of September 11, 2001. The partners in this program included the County and City of Los Angeles, City of Long Beach, and the South Bay Workforce Investment Areas. CSS received \$1.0 million in pass-through funding from the City of Hawthorne SBWIB, the lead agency, as its share of the allocated funds to provide WIA services to program participants.

On June 10, 2004, the Los Angeles County Workforce Investment Board approved a motion to accept an additional \$31,000 from the City of Hawthorne SBWIB to cover costs associated with the fiscal monitoring of ten providers. On June 15, 2004, the SBWIB made this additional funding available to CSS.

The Honorable Board of Supervisors  
June 29, 2004  
Page 3 of 3

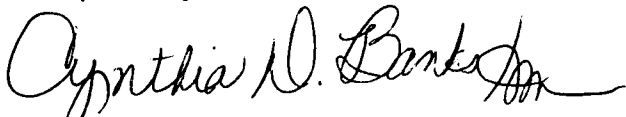
Monitoring

Program monitoring of the ten agencies was conducted in December 2003 by CSS Analysts to assure the project was on target to meet its goals by the end date of the project (March 31, 2004). Fiscal Monitoring was conducted in March 2004 by Simpson & Simpson, to assure that the expenditures associated with the project were in keeping with WIA guidelines.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Acceptance of these funds does not have an impact on WIA Services, since this activity is an Administrative activity to contract fiscal monitoring services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cynthia D. Banks", with a stylized flourish at the end.

Cynthia D. Banks  
Chief Deputy

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer of the Board  
Auditor-Controller

# **SOUTH BAY WORKFORCE INVESTMENT BOARD**

June 15, 2004

Cynthia D. Banks, Chief Deputy  
County of Los Angeles Community and Senior Services  
Employment and Training Branch  
C/O: Josie Marquez  
3175 W. 6<sup>th</sup> Street  
Los Angeles, CA 90020-1708

Dear Ms. Banks:

This letter confirms our commitment to provide Community and Senior Services \$30,921.00 pursuant to the Governor's 25% Discretionary Dislocated Worker Program/Project Phoenix Agreement Number 03-H200 with the City of Hawthorne to cover costs expended by the County of Los Angeles prior to March 31, 2004 for program services under said agreement.

Sincerely,

*Jan Vogel by Robert Mojica*

Jan Vogel  
Executive Director

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COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT  
Community & Senior Services  
DEPARTMENT OF

DEPT'S. 325  
No. June 14, 2004  
19

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 - VOTE

## SOURCES:

FY2003-04

Community and Senior Services  
Assistance-Federal Revenue *OTHER*  
A01 - CS - ~~26550~~ - 9001  
\$31,000 *26670*

## USES:

Community and Senior Services  
Assistance - Services & Supplies  
A01 - CS - 26670 - 2000  
\$31,000

This reflects an additional \$31,000 in pass-through funding from the City of Hawthorne South Bay Workforce Investment Board (SBWIB) in order to cover fiscal monitoring costs provided through the Auditor-Controller's Office and incurred during the Project Phoenix Program period of July 1, 2003 to June 30, 2004.



6/14/04

Crystal Huang

Fiscal Officer I

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

JUNE 17, 2004

AS REVISED  
*[Signature]*  
DAVID E. JANSSEN  
CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY

*Helen Jung*  
JUNE 15 2004

No. 312

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

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BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER